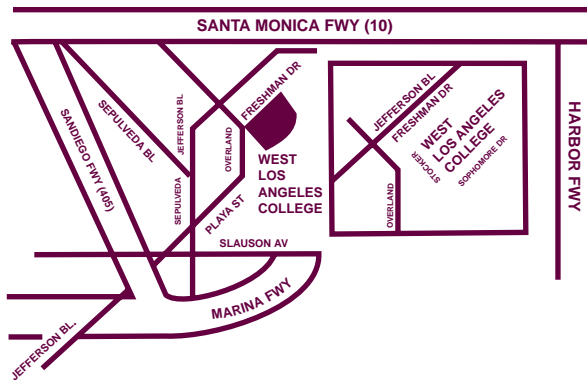


## LOCATION

West Los Angeles College  
4800 Freshman Drive  
Culver City, CA 90230



## DIRECTIONS

### From 405 South:

Exit Jefferson off-ramp. Turn right on Jefferson across Slauson and Sepulveda (Jefferson becomes Playa, which becomes Overland). Continue on and turn right at Freshman Drive.

### From 405 North:

Exit Jefferson off-ramp. Turn left on Jefferson and continue as above.

### From 10 East:

Take 405 south and continue as above.

### From 10 West:

Take 405 south and continue as above.

### Parking

Free parking will be available in lots 8 and 9. Signs will be posted along the route to guide you.



Please let us know if you have concerns with physical accessibility to the Small Business Fair or if you need any other special assistance.

## SEMINAR SPONSORS

The Los Angeles Small Business Fair is a special event designed to assist small businesses. Your government at all levels has joined with West Los Angeles College to provide a full day of counseling in areas that small businesses need most. The college and the agencies are here to help make your business a success.

## ORIENTATION

Opening remarks will begin at 9:00 a.m. An overview of the day will be given along with maps for the location of the workshops.

## CLASSES

Please see the inside of this brochure for class presentation schedules and descriptions. Some classes will be given in Spanish.

## BOOTHS

Booths will be open from 9:30 a.m. to 2:00 p.m. Agency representatives will staff the booths during this time to answer your individual questions, except possibly when an agency representative is presenting a class.

## GENERAL INFORMATION

Lunch and snacks will be available for purchase on campus. You may also bring a sack lunch.

For additional information,  
check out "Free Seminars"  
on our website at  
[www.boe.ca.gov](http://www.boe.ca.gov) or call  
310-342-1080.

The Honorable John Chiang  
*Member, Board of Equalization*  
and

West Los Angeles College

Invite you to attend the

# 2004 LOS ANGELES SMALL BUSINESS FAIR

FRIDAY

JUNE 25, 2004

9:00 a.m. to 2:00 p.m.

**Free Admission**  
**Free Parking Available**

West Los Angeles College  
4800 Freshman Drive  
Culver City, CA 90230



# SCHEDULE OF PRESENTATIONS

9:00 A.M.–9:30 A.M.	Opening Session and Welcome—Assembly Area of the Fine Arts Building					
	ROOM 1	ROOM 2	ROOM 3	ROOM 4	ROOM 5	ROOM 6
9:45 A.M.–10:35 A.M.	<b>Recordkeeping</b> (IRS)	<b>Business Personal Property</b> (LA County Assessor)	<b>Sales and Use Tax—Preparation of Returns/Exemptions</b> (BOE)	<b>State Income Tax and Small Business</b> (FTB)	<b>State and Federal Reporting and Depositing Requirements</b> (EDD/IRS)	<b>Construction Contractor</b> (BOE)
10:50 A.M.–11:40 A.M.	<b>Financing Your Small Business</b> (SBA)	<b>Home-Based Business</b> (IRS)	<b>Sales and Use Tax—Preparation of Returns/Exemptions</b> (BOE)	<b>State Income Tax and Small Business</b> (FTB)		<b>Understanding the City of Los Angeles Business Tax Ordinances</b> (L.A. Dept. of Finance)
11:55 A.M.–12:45 P.M.	<b>How to Start Your Business Successfully</b> (SBA)	<b>Home-Based Business</b> (IRS)	<b>Impuestos sobre Ventas y Uso—Preparación de Declaraciones y Exenciones</b> (BOE) (Español)	<b>Bad Check Restitution Program</b> (District Attorney's Office)	<b>State and Federal Employment Status</b> (EDD/IRS)	<b>How to Do Business with the State</b> (Department of General Services)
1:00 P.M.–1:50 P.M.			<b>Estado de Empleo Estatal</b> (EDD) (Español)		<b>Problem Resolution—</b> BOE, EDD, FTB, IRS (Taxpayers' Rights Advocate)	

## CLASS DESCRIPTIONS

**Board of Equalization (BOE): Sales and Use Tax—Preparation of Returns/Exemptions—**What a seller's permit allows you to do. Are your sales subject to sales tax? Do you need a seller's permit? Must you file a return and how do you prepare it?

**Directiva de Impuestos sobre Ventas, Uso, y Otros (BOE): Impuestos sobre Ventas y Uso—Preparación de Declaraciones y Exenciones—**Lo que su permiso de vendedor le permite hacer. ¿Están sujetas a impuestos sus ventas? ¿Necesita un permiso de vendedor? ¿Necesita presentar una declaración y cómo la prepara?

**BOE: Construction Contractor, Basic Sales Tax Course—**Basic understanding of how sales tax applies to construction contractors. How to avoid common mistakes.

**Department of General Services: How to Do Business with the State—**Learn about state small business preference programs and where to find government contracting opportunities quickly and easily.

**Employment Development Department (EDD) and Internal Revenue Service (IRS): State and Federal Reporting and Depositing Requirements—**Reporting and depositing requirements for both state and federal employers.

**EDD and IRS: State and Federal Employment Status—**Determining the differences between reporting requirements for both state and federal employees and independent contractors.

**EDD: State Employment Status—**State independent contractor reporting; determining the difference between an employee and an independent contractor.

**Departamento de Desarrollo del Empleo (EDD): Estado de Empleo Estatal—**Presentación de contratista independiente estatal; determinando la diferencia entre un empleado y un contratista independiente.

**Franchise Tax Board (FTB): State Income Tax and Small Business—**Income tax filing requirements for partnerships, sole proprietorships, S corporations, and C corporations. Is it necessary to incorporate? What type of records must you keep?

**IRS: Home-Based Business—**Learn the different aspects of having a home-based business and how to determine the proper deductions for using your home as a business.

**IRS: Recordkeeping—**Bookkeeping systems and accounting systems, what records should you keep and how long.

**Los Angeles County Assessor: Business Personal Property—**How and when should you report what? Also, property valuation, audit, appraisal, and appeals.

**Los Angeles Department of Finance: Understanding the City of Los Angeles Business Tax Ordinances—**The whats and whys of the city's business tax ordinance, the steps for obtaining a TRC and renewing it, who owes the business tax and when is it due? What is the tax based on and how you can budget it into your business expenses.

**Los Angeles District Attorney: Bad Check Restitution Program—**Learn how you can benefit from this program, designed to track down bad check writers, return the money to the victim(s), and deter future offenses through a diversion program and possible prosecution.

**Small Business Administration (SBA): Financing Your Small Business—**Find out about a number of loan programs suited to fit a wide range of financing needs—micro loans, lines of credit, starting up businesses, and purchasing business real estate.

**SBA: How to Start Your Business Successfully—**How to get permits and licenses, how to write a good business plan, and how to get the financing you need.

**Taxpayers' Advocates (BOE, EDD, FTB and IRS): Problem Resolution Process—**As a California taxpayer, you have protection available to you under various Taxpayers' Bills of Rights. Learn about these important provisions of law and how they may apply to you or your business during the assessment and the collection processes.

## ADDITIONAL PARTICIPANTS

Culver City Chamber of Commerce  
Federal Trade Commission  
L.A. Community Development Dept.

Social Security Administration  
United States Department of Commerce